



DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
UTILIZATION REVIEW NURSE COORDINATOR

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Division of Investigations, Wallingford, CT

Position: Utilization Review Nurse Coordinator

Job Posting No: 115031

Hours: Full Time (35 hours/week) Monday-Friday 8:00 AM – 3:30 PM

Salary: HC 25 \$63,831 - \$86,260 (New State employees are hired at the beginning of the range)

Closing Date: December 26, 2016

Examples of Duties: This position will serve as a member of the centralized Division of Investigations. Duties include but are not limited to: Conducts complex investigations into allegations of abuse or neglect of persons with developmental disabilities; conducts complex investigations into cases where a death has resulted of a person with developmental disabilities or for whom the Department of Developmental Services has direct or oversight responsibility for medical care; reviews medical care that was provided to individuals; assists in the investigation to determine if the death is a result of abuse or neglect; participates in the reviews of events, overall care, quality of life and medical care preceding a death; works cooperatively with State and local police, State's Attorneys and other protective services organizations; interviews alleged victims, direct care providers, families and other potential witnesses; prepares comprehensive, complex investigative reports; may provide information and assistance to the Independent Mortality Review Board or Fatality Review Board for Persons with Disabilities; maintains records and documentation; reviews medical records for pertinent information related to investigations; may testify in court proceeding; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of principles, practices and current trends of nursing; considerable knowledge of standards of medical care; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze patient profiles and progress charts; some supervisory ability. INVESTIGATORY: Considerable knowledge of statutes, policies and procedures governing the care and treatment of persons with developmental disabilities; considerable knowledge of problems and needs of persons with developmental disabilities; considerable knowledge of various types of residential placement facilities; knowledge of investigatory methods and techniques; considerable interviewing skills; ability to research and analyze data; considerable skills in the preparation of extensive written reports.

General Experience: Five (5) years of experience as a registered professional nurse.

Special Experience: Two (2) years of the General Experience must have been working with persons with Developmental Disabilities.

Preferred Experience: Applicants with demonstrated experience in Abuse and Neglect Investigations will be given preference.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.

Special Requirements:

1. Incumbent will be required to possess and maintain in good standing a Connecticut Registered Professional Nurse license.
2. Incumbent will be required to possess and retain a valid Motor Vehicle Operator's license.
3. Incumbent will be required to travel.
4. Incumbent must be willing and able to work flexible hours, including nights, weekends and holidays to meet the needs of the individuals served by the Agency.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment ([CT-HR-12](#)) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Incomplete application materials will not be considered.

Application materials can be emailed, faxed, or mailed to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor
Wallingford, CT 06492
Attn: Recruiter

Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5123 Fax: 860-920-3035

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.